



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

CONTACT REPORT
Federal-Aid Contracts

Project Name and Number

Specific Work or Materials (by pay Item): _____

DBE

Firm Contacted:

Name Address () Phone Number

A. INITIAL CONTACT: (See important contact information on instruction sheet)

Method:

- 1. Date _____ Phone Publication Email FAX Other
- 2. Person Contacted _____
Name Title

- 3. DBE's Response: Date: _____ Method: Phone Email FAX Other
 - Submitted an acceptable sub-bid. (If sub-bid accepted, skip to Section D)
 - Not interested: Indicate Reason(s) _____
 - Needs more information: Date Prime provided requested information _____
 - Will provide quote by: Date _____
 - Received unacceptable sub-bid (complete Section C)

B. FOLLOW-UP CONTACT:

Method:

- 1. Date _____ Phone Publication Email FAX Other
- 2. Person Contacted _____
Name Title

- 3. DBE's Response: Date: _____ Method: Phone Email FAX Other
 - Submitted an acceptable sub-bid. (If sub-bid accepted, skip to Section D)
 - Received unacceptable sub-bid (complete Section C)
 - Other result: _____

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID:

- 1. Were the following required efforts made?
 - a. Yes No Identified specific items of work, products, materials, etc. when asking for quote(s).
 - b. Yes No Offered assistance in acquiring necessary bonding, insurance, and business development related assistance.
 - c. Yes No Provided all appropriate information concerning the specific work items or materials.
- 2. Was the DBE's quote non-competitive? Yes No
- 3. Was the DBE unable to perform in some capacity? Yes No If "Yes", explain: _____

D. CERTIFICATION: I certify that the information provided above is accurate and that efforts to solicit sub-bids were made in good faith.

Signature of Company Representative Title Date

Name of DOT&PF Reviewer Title Date

INSTRUCTIONS

Project Name and Number: Enter project name and number as they appear on bid

documents. **Work or Materials:** Identify the specific work item or material that you

requested this firm to furnish. **Firm Contacted:** Enter name of firm as it appears in

the current DOT&PF DBE directory.

Address: Enter address of firm contacted. **Phone Number:** Enter phone number of firm contacted.

A. INITIAL CONTACT (Must be made at least seven calendar days prior to bid opening.)

1. **Date and Method of Initial Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

B. FOLLOW-UP CONTACT

If no response or an inconclusive response was received from the initial contact, a follow-up contact is required to determine for a certainty that the firm does not intend to submit a sub-bid or to conclude discussions with a sub-bid submittal.

1. **Date and Method of Follow-up Contact:** Indicate the method and date that actual contact was made or the date correspondence was postmarked. Leaving a "please call me" message does not constitute a contact. Attach a copy of dated letter or fax.
2. **Name and Title of Person Contacted.** Enter name and title of company representative with whom you corresponded or discussed submitting a sub-bid.
3. **DBE's Response:** Indicate one or more of the responses listed. If a firm bid was received and accepted, skip to section D.

C. EXPLANATION OF FAILURE TO ACHIEVE AN ACCEPTABLE SUB-BID

1. A NO response to items 1a., b., or c. will result in rejection of this contact. Be specific on results of discussions.
2. A YES answer to item 2. is grounds for rejecting a DBE sub-bid.
3. A YES answer to item 3. is grounds for rejecting a DBE sub-bid, only if the inability to perform is in an area of work specifically identified as a sub-item under the applicable bid item.

D. CERTIFICATION

This certification of accuracy and good faith by the Contractor will be verified by contact with the listed firm. Falsification of information on the DBE Contact Report is grounds for debarment action under AS 36.30.640(4).